

First, what can I be reimbursed for?

Great question! There are two types of reimbursement:

1) Research reimbursement: This is a reimbursement of up to \$300 for anything purchased for your research project which is not otherwise useful. Approved expenses include: Mailings, surveys, photocopying and any related travel expenses. Unapproved expenses include: WAIS kit, food eaten while administering surveys, or medical monitoring equipment. If you are unsure whether or not an expense would be approved please feel free to shoot me an email and I will let you know. Your supervising professor must also sign off on these expenses.

2) Conference reimbursement: If you are attending a conference at which you are presenting, you can receive up to \$300 reimbursement for travel, lodging and conference fees. If you are attending a conference at which you are NOT presenting, you can receive up to \$150 reimbursement for travel, lodging and conference fees. You will not be reimbursed for things such as food, alcohol or entertainment. You can also use this reimbursement form for workshops which enhance your studies in some way. Also, you can use this reimbursement (\$150) for travel and lodging for internship interviews or APPIC registration fee. Again, feel free to email me for specific clarifications.

Ok, so how do I get reimbursed?

Well, it's pretty simple. All you have to do is fill out the appropriate attached form (you can fill it out by hand or as a PDF) and put it into an envelope with the appropriate documentation (proof of purchase, proof of attendance, etc.). This envelope goes into the OPS mailbox which is found in the basement on the bottom right hand corner of all the student boxes.

How long do I have to wait to get reimbursed?

Due to the quantity of reimbursements we receive it is only possible to do all of the reimbursements at one time. So all reimbursement requests are due by December 21st and processed after the end of the semester. You should expect to receive a check via US mail around the start of the new semester.

How many reimbursements do I get?

Every student of Ferkauf is allotted 1 reimbursement for however many years you are expected to be enrolled as a student (5 for Doctoral students, 3 for Masters students).

Hey! This form is from 2011! What??!!

It's okay, don't worry. Just fill out the attached form either electronically or by hand and leave it in the OPS mailbox (Found in the basement on the bottom right of the student mailboxes). Keep in mind that the due date is December 21st, not December 31st. (Extensions are available in case of emergency. Please try to email me ahead of the 21st though.)